

Professional and Managerial Branch  
General Administrative Group  
Airport Series

**AIRPORT SECURITY COORDINATOR**

01/05 (AIS)

**General Purpose**

Under direction, coordinate, monitor and enforce aviation security and emergency regulations and serve as primary contact for Airport security-related activities.

**Typical Duties**

Monitor and coordinate the airport security access program. Involves: Review and oversee internal control for related security items such as equipment and recording systems, results of employment history, verification and criminal history records checks, airport access badges, airport identification badges, keys, doors and gate openers. Review and approve all security related training. Serve as liaison to Transportation Security Administration (TSA), Federal Aviation Administration (FAA), tenant organization representatives, air carrier station managers, and other Federal, State and Local agencies. Ensure the continuity of airport operations. Conduct periodic inspections and patrols.

Participate in the development of policies and procedures. Involves: Maintain, develop and revise portions of the airport security program to comply with FAA and TSA security requirements. Monitor and evaluate the quality, responsiveness, efficiency and effectiveness of assigned security programs, service delivery methods and procedures. Make recommendations for changes and improvements to existing standards and procedures.

Supervise assigned supervisory and non-supervisory personnel. Involves: Schedule, assign, guide and check work. Appraise employee performance and review evaluation reports of subordinate supervisors. Engage in or arrange for employee training and development. Enforce personnel rules and regulations, department policies, and work standards regarding attendance and conduct. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Perform administrative and incidental duties as assigned. Involves: Substitute, if assigned, for immediate supervisor or coworkers during temporary absences, as qualified, by performing specific duties and responsibilities essential to maintaining continuity of ordinary operations. Research, review and recommend equipment and system acquisition and installation. Administer and prepare security program budget. Provide project support as assigned. Serve on ad hoc committees. Attend meetings and conferences. Compile data, generate reports, and maintain records and files.

**Knowledge, Abilities and Skills**

- Considerable knowledge of federal, state and local rules and regulations pertaining to certificated civilian airports.
- Good knowledge of airport security operations, airport emergency response methods and techniques, and aircraft rescue and firefighting practices and procedures.
- Good knowledge of supervisory and public relations techniques and practices.
- Ability to monitor and coordinate airport activities, and make quick and sound decisions.
- Ability to impartially and firmly enforce rules and regulations, standards of conduct and work attendance and safe working practices and procedures.
- Ability to prepare and maintain records and reports.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees, subordinates, officials, outside agencies, tenants, contractors and the public.
- Skill in safe operation and care of motor vehicle, personal computer or network workstation, generic business productivity software and other equipment.

**Other Job Characteristics**

- Occasional driving through City traffic.
- Occasional standing, walking, sitting, bending, stooping, lifting and carrying of medium weight objects (up to 50 pounds).

**Minimum Qualifications**

Training and Experience: Equivalent to an accredited Bachelor's degree in Business, Aviation Administration or a related field, plus four (4) years of progressively responsible professional or managerial experience in operational activities at a comparably sized, F.A.A. certificated civilian hub airport which included one (1) year of supervision or functional oversight of airport operations.

Special Requirements:

- Work rotating shifts, evenings, weekends, holidays and mandatory overtime.
- Subject to emergency recall.
- Must be able to pass a criminal background check and obtain and maintain federally mandated security clearances for working at an airport.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

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Human Resources Director

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Department Head

OFFICIAL